

## **MME Winter Institute Hotel Reservation Information**

**Radisson Plaza Hotel**  
**100 W. Michigan Ave.**  
**Kalamazoo, MI 49007**  
**Reservations Tel: 269-343-3333**  
**Online Reservations: radissonkz.com**

### **Group Rate Information:**

Single/Double: \$125.00

Triple: \$135

Quad: \$145

**For reservations call 269-343-3333 by January 10, 2017 in order to receive the group rate.** You will need to refer to the conference as the MME Winter Institute in order to receive the group rate, when calling or reserving online. After this date, reservations will be accepted based upon room type availability and the group rate may not be applicable.

Hotel room rates are subject to applicable state and local taxes.

Individuals will be responsible for their own room, tax, and incidental charges.

Hotel check-in time is 4:00 pm (EST) and check-out time is 12:00 pm (EST).

Self-parking for overnight attendees has been negotiated at \$10.00 per car per night. Valet is at the standard rate of \$25 per car per night.

### Important notes for registering online

- 1) Go to radissonkz.com
- 2) Put in the dates of the conference and click on more search options (large black button). There is a drop down box that will appear when you click on the black button. Pick promotional code and enter MMe17. Then click search.

### A few items to note:

- 1) The code will only work for the conference dates (Jan.31 – Feb. 3, 2017).
- 2) Since the online registration system at the Radisson is new, they are unable to customize it at this time. The page auto populates to standard overnight parking charges, and not the \$10 negotiated rate. You can ignore the posted rate and rest assured that you'll be receiving the negotiated rate onsite.



# Michigan Municipal Executives

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